



Applicant's Guide to Submitting **PLANNED SIGN PROGRAM APPLICATIONS**

PURPOSE:

A PLANNED SIGN PROGRAM (PSP) is a coordinated program of one or more signs for a project site. The purpose of a PSP is to assure coordination and compatibility between all signs within a commercial or industrial center, and to allow for exceptions from the general sign requirements. A PSP is intended to address placement, color, style, lighting and sign materials, and their consistency on the property.

PSP applications are subject to the review and approval of the City's Planning Commission and the provisions of Lake Forest Municipal Code Sec. 9.164.060. Decisions on PSP applications rendered by the Planning Commission may be appealed to the City Council. Any appeals must be filed within 15 days of the date the decision was rendered. Planning Commission hearings are regularly held on the second and fourth Thursday of each month. The City provides advance notice of the date, time, and place of the hearing to property owners in the vicinity of the project site.

APPLICABILITY:

A Planned Sign Program is required for any and all of the following:

1. Any request for deviation from the regulations and standards of LFMC Sec. 9.164.090;
2. Any new development proposing more than three on site-signs;
3. Any combination of two or more signs requiring a Minor PSP;
4. Freeway-oriented signs on a project site with an existing PSP or w/ existing on-site freeway-oriented signs;
5. Drive-through signage;
6. Window Graphics;
7. Travel Directory Sign;
8. Lighting for the purpose of signage

APPLICATION FILING:

PSP applications may be submitted to the Development Services Department Monday through Thursday between the hours of 8:00 a.m. and 6:00 p.m., and every other Friday between the hours of 8:00 a.m. to 5:00 p.m. The Development Services counter is closed 11:45 a.m. to 1:00 p.m. For additional information on filing a PSP application, please contact the Development Services Department at (949) 461-3491.

APPLICATION SUBMITTAL REQUIREMENTS:

The following information is required at time of submittal:

1. Completed Planned Sign Program (PSP) application (including property owner authorization).
2. Application Processing Deposit: \$3,000; check payable to: City of Lake Forest (per fee schedule established by City Council Resolution No. 2008-08). The fee for application processing is based on the actual cost (staff time and resources). If the cost of processing the application is less than the submitted deposit, the balance will be refunded when the project is finalized. Should the cost of processing the application exceed the deposit, additional funds will be required from the applicant.
3. Ten sets of proposed PSP and one electronic copy in .pdf format. At a minimum, the PSP shall include the following information:
 - a. Vicinity Map
 - b. Text describing the specific sign criteria proposed for the property, including provisions regulating sign height, area, type, color(s), design and location.
 - c. Site Plan depicting the location of all proposed (including existing-to-remain) signs, property lines; buildings, tenant demising walls; parking areas and adjacent streets.
 - d. Building Elevations (and/or photo simulations) depicting proposed wall signs.
 - e. Sign Details (sign type, method of illumination, colors, materials, etc.).
 - f. Dimensions of: (1) building(s); (2) individual tenant space widths; (3) proposed signs.
 - g. For freestanding sign(s): indicate (1) topography at location of proposed sign(s); (2) distance between proposed sign(s) and adjacent property line(s), planter curbs, driveways, sidewalks, other proposed or existing to-remain freestanding signs, and other existing or proposed improvements; (3) landscaping (type, size, quantities, dimensions) at base of sign (if applicable).
4. A project narrative/ identifying any signs which exceed code requirements and indicating the basis for any requested deviations from the standards contained in the City's sign ordinance.
5. Public hearing notification materials:
 - a. One set of postage-stamped (not metered) envelopes addressed to property owners of record (as shown on the latest OC Tax Assessment rolls) of all parcels located within 300 ft. of the perimeter of the project site. As shown in the adjacent graphic, each envelope shall include the City's return address and the mailing label shall include the corresponding Tax Assessor's Parcel Number (APN).
 - b. One property owner mailing list, based on all parcels located within 300 ft. of the project site.
 - c. One copy of O.C. Tax Assessor's map(s) identifying the project site and all parcels located within 300 ft. of the project site.
6. Business Association approval letter (if applicable).
7. Photographs of all existing signs on the property.

City of Lake Forest
Planning Division
25550 Commcentre Drive, Suite 100
Lake Forest, CA 92630

APN: 123-456-78
Address for each property
owner within 300 feet of
the project site

